

POLICY MANUAL

State Mental Health, Mental Retardation and Substance Abuse Services Board Department of Mental Health, Mental Retardation and Substance Abuse Services

POLICY 4025(CSB)86-26 Orientation and Training of Community Services Board Executive Directors

Authority

Board Minutes Dated October 22, 1986
Effective Date November 19, 1986
Approved by Board Chairman s/James C. Windsor

References

§ 37.1-10, Powers and Duties of the Board, *Code of Virginia* (1950) as amended
State Board Policy 3002(CSB)86-16 - System Wide Staff Training
Community Services Board Performance Contract.

Background

When this policy was promulgated in 1986:

- there was no consistent orientation program conducted by the Department for new community services board executive directors;
- a number of executive directors identified the need for and desirability of such a program; and
- no ongoing training activities were conducted for executive directors.

Subsequently, Department staff have offered some orientation opportunities to new executive directors and sponsored various training activities for CSB staff.

The referenced Performance Contract requires the Department to offer a variety of training activities to community services boards on a regular basis.

The referenced policy requests the Department to initiate new training strategies and to develop a system wide training plan that supports adequate training for CSB staff.

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Purpose

To affirm requirements for the Department to offer timely, thorough orientation for new CSB executive directors and to make training opportunities available to all CSB executive directors.

Policy for the Department

It is the policy of the State Mental Health, Mental Retardation and Substance Abuse Services Board that the Department shall:

- provide an orientation to all new CSB executive directors within 60 days of their appointments, covering topics such as:
 - ☐ the statewide mental health, mental retardation, and substance abuse services system,
 - ☐ the roles and responsibilities of CSBs,
 - ☐ the roles and responsibilities of the State Mental Health, Mental Retardation and Substance Abuse Services Board,
 - ☐ State Board policies,
 - ☐ the Department's organization and operations, and
 - ☐ Department requirements, procedures, and instructions;
- include training for CSB executive directors in the training plan described in the referenced State Board policy; and
- from time to time present training activities of general interest to executive directors.

Implementation and Monitoring Responsibilities

The Community Services Administration Office will coordinate and evaluate new executive director orientations, with assistance from other Department staff.

The Office of Human Resources Development, Training and Library Services will assure inclusion of executive director training in the training plan described in the referenced policy and coordinate and evaluate provision of Departmental training activities offered to executive directors.
